

MARION POLICE DEPARTMENT



PERSONNEL COUNSELING RECORD	UNIT	DATE:
Negative Counseling Form	Patrol	October 25, 2024
Counseled Employee's Name (Last-First-M.I.)	Rank	ID:
Brinkley, Clay	Patrolman	119

Counseling Issues:

On 10-24-24 Officer Brinkley took a crash report that required several vehicles to be towed from the scene and injured parties to be transported to the hospital. This crash happened around 1700 hours, and despite there being plenty of time for Officer Brinkley to finish the report before ending his work week, he did not complete the report as required. One of the involved parties called today to get a copy of the report so they could get a rental car, but since the report was not complete, we were unable to provide a copy and the involved party had trouble getting a rental car.

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I have read the above and I acknowledge that on 10-25-24 (Supervisor) Sergeant Ogden advised and counseled me relative to the above captioned personnel matter. Initialing the record of the session will not signify agreement or disagreement with its contents.

Signature of Counseled Employee

[Handwritten Signature]
M37

Counseling Supervisor's Comments and Recommendations:

Complete your reports in a timely manner. You knew you took a vacation day and would be off for the next four days. This report is still going to be incomplete for the next few days. This reflects poorly on our department when citizens come to get copies of reports and we are unable to provide them. All reports are to be done before the end of your work week. Future incidents like this may result in you having to complete your reports before the end of each shift.

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Counseling Supervisor's Signature:

[Handwritten Signature]
M31040

Reviewed by: LT

Rank: Sergeant

ID: 062

Rank: LT

ID: M21040

Reviewed by: J

Rank: CHIEF

ID: M-1

[Handwritten Signature]
M31040